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ABSTRACT

The Librarians Technical Committee of the Metropolitan Washington D.C. Council of Governments (COG) is responsible for developing cooperative programs among libraries in the Washington metropolitan area (including parts of Maryland and Virginia), among libraries of all types, and between libraries and other agencies. The committee facilitates use of information resources through a union list of serials, the Metropolitan Area Interlibrary Loan Service (MAILS), a newsletter, a universal library card, and the joint procurement of library supplies. Support of local librarians includes continuing education programs, a jobline, an intern program, and a master calendar of association meetings. Library data is collected and information system surveys are conducted as a basis for effective library planning. The committee also defines and interprets the role of libraries in providing information to COG and its member jurisdictions. Varicus meetings and task forces allow the committee to promote exchanges of experience, skill, and resources. Appendixes contain the organization's bylaws as well as statistical data from MAILS, the jobline, and both academic and public libraries. (Author/LS)

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# information through cooperative action
# library services in metropolitan washington

Annual Report

1975 - 1976

Librarians' Technical Committee

of the

Metropolitan Washington
Council of Governments
1225 Connecticut Avenue, N.W.,
Washington, D. C. 20036

February, 1976



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## metropolitan approach

As the Washington metropolitan area grows and changes the need of its citizens for information grows and changes as well. Library service in a metropolitan area involves more than good books and story hours. Libraries today provide the technical information necessary for the development of sophisticated transportation systems and the monitoring of the environment. Libraries answer questions about consumer issues, government services and the state of the economy. Libraries serve young and old; rich and poor; the blind, the deaf and the physically handicapped.

In the last decade the metropolis has emerged as a single unit made up of many jurisdictions which are large and small, simple and complex, urban, suburban and exurban. All jurisdictions however recognize regional interdependence and share a concern for the quality of life throughout the area. Working through the Council of Governments 16 local jurisdictions have developed coordinated cooperative approaches to those issues and problems which cross jurisdictional lines.

Libraries are an essential part of the metropolitan picture as they collect and disseminate vast quantities of information. While some of the information needed by area residents may be found in almost any library, other information is more technical and is available in only one or two of the over 1,000 libraries and reference facilities located in this metropolitan area. It is obviously not practical for any one jurisdiction to duplicate the 85 million items, many of them quite specialized, to be found here. At the same time a resident of Montgomery County should be able to obtain whatever information he or she needs whether that information is in the District of Columbia, Fairfax County or one of the many special libraries.

Because the provision of information is another concern that crosses jurisdictional lines and requires a cooperative approach, area librarians in 1967 formed the Librarians' Technical Committee. The Librarians' Technical Committee of the Council of Governments is an interjurisdictional, intertype library cooperative whose goal is to extend the pool of information resources available and to develop more effective mechanisms for delivering this information to every individual regardless of location within the region.

While there are many library cooperatives throughout the country, the Librarians' Technical Committee is unique in one important respect, its affiliation with COG. This affiliation reflects the desire of area librarians to cooperate not only among themselves but with other agencies as well, to participate in broad regional planning activities and to interact with elected officials at the metropolitan level. Thus the Librarians' Technical Committee is involved in developing cooperative projects:

- Among libraries in different jurisdictions
- Among libraries of all types (public, private, academic, etc.) and
- Between libraries and other agencies

The past year has been a particularly rewarding one for the Librarians' Technical Committee. A project to develop an interdisciplinary continuing education curriculum for librarians was funded by the Department of Health, Education and Welfare; the Union List of Periodicals previously published by only suburban libraries was expanded to include all public libraries in the Washington Metropolitan Area and will now be published through the Librarians' Technical Committee; and Bicentennial Briefs, a newsletter for librarians is now being distributed to 200 area libraries. In addition members of the Librarians' Technical Committee joined others in sponsoring a reception for new members of Congress. Previously successful programs such as MAILS, Jobline and the joint procurement of library supplies were continued.

The basic support which makes this program possible was begun in 1973 and is provided by the State Library Agencies of Maryland, Virginia and the District of Columbia with a recent match from COG itself. Some projects have independent funding which will be noted as they are described in greater detail.

## the library program

All program activities are designed to support the overall goal of the Librarians' Technical Committee, to attain optimum levels of library service to meet the informational needs of the Washington Metropolitan Community through cooperative planning and action.

To achieve this goal the Librarians' Technical Committee:

FACILITATES USE OF INFORMATION RESOURCES

Union List of Periodicals

For several years public libraries in suburban Washington have published the Suburban Washington Union Periodical List. This year the Librarians' Technical Committee assumed editorial responsibility for the publication and expanded its scope to include the periodical holdings of all public libraries in the Washington Metropolitan Area. As a result the number of unique titles listed increased from approximately 3,000 in 1974 to approximately 10,000 this year. The new publication, Metropolitan Area Guide to Serials will enable area residents to have complete access to needed periodicals. Articles may then be used in the library owning the periodical or sent to the user's local library through MAILS.

MAILS (Metropolitan Area Interlibrary Loan Service)

One of the most effective ways for area libraries to move material from one location to another is MAILS, a delivery service serving the five Consortium university libraries, the National Library of Medicine and public libraries in the District of Columbia and Virginia. It also includes by extension other academic libraries in the region. Northern Virginia Community College, for instance, participates through the Fairfax County Public Library; Federal City College uses D. C. Public; and Montgomery County provides a linkage with the State of Maryland, including Prince George's County Public Library, the University of Maryland Library, Enoch Pratt in Baltimore and other libraries throughout the state. Within this system, it is possible to obtain library materials within a 24 hour period.

Currently MAILS is maintained by the D. C. Public Library where it is funded from LSCA Title III monies. During 1975 the volume of materials handled by MAILS increased from an average 4,450 items per month to 5,047 items per month with a resulting per item drop in cost to 24¢ an item.

A survey of approximately 300 special and federal libraries in this metropolitan area conducted in 1975 revealed much interest in expanding the service. Approximately 100 of the libraries contacted expressed a willingness to participate in and support the service if it is indeed expanded. This possibility will be pursued in 1976.

Bicentennial Briefs

Initiated by the Bicentennial Task Force, Bicentennial Briefs is a monthly newsletter of Bicentennial activities. While it was initially designed to facilitate communications between public and school librarians it has proved to be such a popular publication that its scope has been expanded to include community activities and information about area Bicentennial efforts as well as specific library information. It has received considerable attention and is currently distributed to approximately 200 area libraries and Bicentennial organizations.

The Universal Library Card

The universal library card is a reciprocal borrowing agreement among five of the local jurisdictions. Libraries in the City of Falls Church and Fairfax, Montgomery, Prince George's and Prince William Counties have agreed to honor a library card from any of the participating library systems.

Joint Procurement of Library Supplies

Now in its third year this has been a particularly successful program in terms of financial savings for area libraries. There are at present two joint purchasing contracts which are renegotiated each year. The first is for mylar book jackets and the second for record covers. These contracts have been developed with the assistance of the Purchasing Agents Technical Committee and members of that Committee handle the bid process.

It is estimated that area libraries realized a combined savings of approximately $11,000 from these contracts during 1975. Additional items are now being studied for a possible expansion of the program.

## SUPPORTS AREA LIBRARIANS IN EDUCATIONAL AND INTER-ASSOCIATION ACTIVITIES

### Continuing Education

This year the Librarians' Technical Committee was awarded a grant by the Department of Health, Education and Welfare (Higher Education Act, Title IIB) to develop, demonstrate and evaluate a model interdisciplinary continuing education curriculum for librarians. The goal of the project reflects the goal of the Librarians' Technical Committee: To develop and evaluate a continuing education curriculum for library personnel designed to encourage cooperation and communication among libraries and between librarians and those in other disciplines. Toward this end a needs assessment was conducted and a series of six workshops planned to cover the following subject areas:

- Communications Techniques - November
- Advertising and Public Reltions - December
- Personnel Administration - February
- Consumer Protection Information - March
- Planning and Budgeting - April
- Supervisory Skills - May

A variety of formats will be tested, several other COG Technical Committees will be involved and instructors will be drawn from those subject areas to be covered.

While conclusions must await a final evaluation, preliminary responses by participants have been extremely favorable. The group attending the Public Relations Workshop has formed a task force to ensure long term cooperation and the development of a regional approach to public relations.

Jobline - 223-2272

The Metropolitan Washington Jobline continues to be an active, successful placement service. In 1975 the number of people finding jobs through Jobline rose from 47 to 59 in spite of the fact that positions listed dropped from 260 to 238. (See appendix for complete statistical report)

The service is a joint venture sponsored by:

Potomac Valley Chapter of American Society for Information Science

D. C. Library Association

D. C. Chapter Special Library Association

University of Maryland, College of Library and Information Science

Federal Librarians' Association

Ebsco Subscription Service

and is maintained and administered by the staff of the Librarians' Technical Committee.

Listings are updated each Friday and are available 24 hours a day to anyone calling 223-2272. To list a job opening call 223-6800, ext. 344.

Intern Program

This program has now been in operation for two years and continues to provide valuable assistance to the Librarians' Technical Committee as well as a liaison with local library schools. Through it a library school student has an opportunity to observe governmental cooperation in action and interrelationship among libraries while earning six hours of graduate credit.

Master Calendar

As a service to area librarians a Master Calendar of all library meetings in the metropolitan area is maintained. This enables local library associations to avoid conflicts in the scheduling of meetings and provides a central source of information about library associations' activities.

## PLANS FOR THE EFFECTIVE DEVELOPMENT OF AREA LIBRARIES

### Information Collection

Effective planning for future growth and development of libraries both within a given jurisdiction and throughout the metropolitan area must rest on an accurate assessment of existing services and facilities. For this reason the Librarians' Technical Committee engages in regular data collection. Information about area public and academic library budgets, holdings, services and salaries may be found in the appendix of this report.

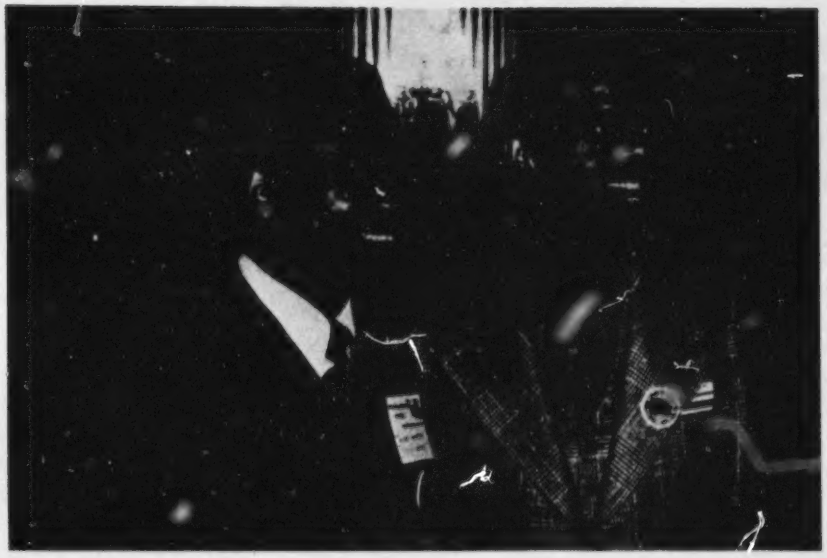
In addition present cooperative programs such as MAILS and Jobline are regularly monitored to determine cost/effectiveness, and the Interlibrary Loan Task Force has developed a standard form for the collection of interlibrary loan information. This form is presently used by area libraries to gather further information about the scope of the inter-library loan activity and its relationship to the use of the Universal Library Card.

### Information Systems Survey

The Information Systems Task Force is currently engaged in a study of commercial data bases available in the Washington Metropolitan Area. The group proposes to generate a report which will determine the feasibility of providing access to on-line information retrieval systems to users of public, private and academic libraries in the Washington area. The report will include a needs survey, a cost study for several cooperative approaches and a survey of existing organizations that will provide fee for service searches.

## DEFINES AND INTERPRETS THE ROLE OF LIBRARIES IN PROVIDING NEEDED INFORMATION TO MEMBERS OF THE COUNCIL OF GOVERNMENTS AND AMONG ITS MEMBER JURISDICTIONS

In view of the relationship between the Librarians' Technical Committee and the Council of Governments there is library involvement in general regional planning activities and interaction between the members of the Librarians' Technical Committee and other COG committees. Information reports are made to the Board of Directors and the Human Resources Policy Committee both of which consist of local elected officials. In addition the continuing education program has involved members of the Personnel Officers' Technical Committee and the Consumer Protection Technical Committee, joint purchasing projects have been coordinated through the Purchasing Agents Technical Committee, and Bicentennial Briefs relates directly to the activities of the Bicentennial Coordination Committee.



In 1975 area librarians had an additional opportunity to speak with elected officials about library problems as members of the Librarians' Technical Committee participated in Legislative Day. Sponsored by several library associations, Legislative Day is held the Tuesday in National Library Week. At that time librarians are asked to meet with their members of Congress and invite them to a concluding reception. Every member of Congress from the Washington Metropolitan Area was either present at the reception or represented by a staff member.

## PROMOTES AN EXCHANGE OF EXPERIENCE, SKILL AND RESOURCES

Bimonthly meetings of the Librarians' Technical Committee give directors of area libraries an opportunity to meet regularly, exchange information and discuss issues affecting libraries in general. Use of microfilm catalogs and on-line information systems are some examples of the types of concerns which have been explored in this manner.

Task forces too provide an opportunity for librarians at every level to share information and experience. Members of the Bicentennial Task Force have strengthened communication between school librarians and public librarians, members of the Joint Purchasing Task Force have exchanged information about library suppliers, and the Task Force on Public Relations is pooling information and experience of its members to develop a metropolitan approach to public relations.

These exchanges at every level promote an awareness of library activity throughout the area, contribute to a cooperative approach to common problems and result in better information service for area residents.

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APPENDIX A

ORGANIZATION AND BY-LAWS
of the
LIBRARIANS' TECHNICAL COMMITTEE
of the
Metropolitan Washington Council of Governments

I. Functions

The goal of the Librarians' Technical Committee is to facilitate cooperative planning and action among various types of libraries in the Washington Metropolitan Area.

To accomplish this, the immediate objectives of the Committee are to:

- Foster a climate conducive to cooperative planning and action in the Metropolitan Area.
- Encourage cooperation in planning and providing library programs and services on a regional basis.
- Promote the most effective utilization of human, financial, and facility resources of metropolitan libraries which support library programs and services.
- Encourage involvement and support of the governing authorities of libraries in efforts directed toward regional library cooperation.
- Provide counsel and assistance to key government and private groups undertaking library planning in the Metropolitan Area.
- Encourage library planning to meet the needs of the culturally deprived, socially handicapped, and immigrant groups as well as the more sophisticated needs of the research and scholastic communities.
- Identify opportunities for needed research projects on library cooperation, faciliate funding and support meritorious projects.
- Assure that programs for library cooperation recognize the distinctive missions of various types of libraries as set forth in ALA standards and other professional documents.
- Provide an organizational structure through which libraries can work equitably and flexibly in efforts concerned with cooperative planning and action.
- Disseminate information on the work of the Committee to foster greater cooperation among libraries.

II. Membership and Terms

The membership of the Librarians' Technical Committee shall consist of:

a. The director of each of the public libraries of the political jurisdictions represented in COG; and

representatives in each of the following categories:

b. Universities

c. Four-year Colleges

d. Junior Colleges

e. Public Schools

f. Private Schools

g. Special Libraries (Non-Federal)

h. U. S. Office of Education
Division of Library Programs

i. Maryland State Library Agency

j. Virginia State Library Agency

k. National Libraries (i.e., Libraries of Congress, Medicine, Agriculture)

III. Meetings

The Librarians' Technical Committee shall hold bimonthly meetings which shall be open to the public. The first regional meeting in each calendar year shall constitute the annual meeting.

IV. Internal Organization

a. The membership of the Librarians' Technical Committee shall have final authority to consider projects, establish priorities and take action which may be recommended by members, sub-committees, or staff.

b. An Executive Steering Committee will be appointed by the Chairperson. It will consist of 5 persons (including present Chairperson and Chairperson designated for the coming year). Other appointees shall reflect the makeup of the full Committee with respect to type of library and political jurisdiction.

The members of this Committee will serve for one year although individuals may be reappointed by the incoming Chairperson.

This Committee will be responsible for:

1. Developing long range goals and

2. Taking action on matters which must be acted upon between meetings of the full Librarians' Technical Committee. In this capacity the Executive Steering Committee will serve as a grant advisory board when prior review by the group is impossible.

c. Task forces will exist on an ad hoc basis to deal with specific tasks. Upon completion of the task the group will be dissolved.

V. Officers

The officers of the Committee shall consist of a Chairperson and a Vice Chairperson. Terms of office shall be for one year, with terms beginning at the annual meeting each year.

The Chairmanship of the Librarians' Technical Committee of the Metropolitan Washington Council of Governments will be rotated on an annual and alphabetic basis among the participating jurisdictions. Should the director find it necessary to decline, the Chairmanship will pass to the next jurisdiction in alphabetic sequence. Those jurisdictions (Alexandria, Montgomery, District of Columbia) which have had the Chairmanship will be passed over in the first sequence.

The Vice Chairperson shall represent one of the following types of libraries: state, federal, special or academic, and shall be selected by members of the Committee from the eligible membership at the last meeting of the calendar year.

Duties of Officers

The Chairperson shall preside at all meetings and appoint all Committees and shall perform such other duties as the Committee may from time to time order.

The Vice Chairperson shall preside at meetings in the absence of the Chairperson, shall assist the Chairperson, and shall act in the absence of the Chairperson.

VI. Voting Procedures

Those members in attendance at any meeting of the Committee shall constitute a quorum. The vote of a majority of the Committee members present shall decide any questions brought before the meeting.

The Chairperson has the right to vote on any matters before the Committee.

VII. Staff

The Chief of Library Programs and other personnel designated in the contract between and among the Metropolitan Washington Council of Governments and the Public Library of the District of Columbia and the Maryland State Department of Education and the Virginia State Library shall serve as staff to the Librarians' Technical Committee in the conduct of planning and programs determined by the Committee.

VIII. Amendment of By-Laws

These By-Laws may be amended pursuant to the following procedure:

a. A proposal to amend the By-Laws introduced at any regular meeting of the Committee, shall be recorded in the Minutes; and

b. A special written notice setting forth such a proposal shall be mailed to every member of the Committee at least ten (10) days before the next meeting.

The amendment shall be acted upon at the regular meeting next following the meeting at which it was proposed. A majority vote of the members of the Committee shall be required for adoption.

APPENDIX B

MAILS SURVEY
1975
Total Materials Going Out of Library

| LIBRARY | Mar 75 | July 75 | Nov 75 | Average Per 4 Week Period | |
|---|---|---|---|---|---|
| | | | | 1975 | 1974 |
| Alexandria | 775 | 395 | 854 | 675 | 676 |
| Arlington | 698 | 408 | 661 | 589 | 425 |
| District of Columbia | 333 | 260 | 314 | 302 | 276 |
| Fairfax County | 1,117 | 724 | 987 | 943 | 897 |
| Montgomery County | 1,257 | 577 | 1,132 | 982 | 1,122 |
| Prince George's County | 348 | 226 | 163 | 246 | -- |
| Prince William County | 517 | 456 | 366 | 446 | 244 |
| National Library of Medicine | 148 | 229 | 352 | 243 | 226 |
| University of Maryland | 427 | -- | -- | -- | -- |
| CONSORTIUM<br>American University | 187 | 124 | 131 | 147 | 128 |
| Catholic University | 62 | 66 | 64 | 64 | 67 |
| Georgetown University | 191 | 46 | 72 | 103 | 152 |
| Georgetown University | 138 | 109 | 103 | 117 | 180 |
| Howard University | 68 | 37 | 19 | 41 | 54 |
| TOTAL | 6,266 | 3,657 | 5,218 | 5,047 | 4,450 |



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MAILS SURVEY
1975
Total Materials Incoming

| LIBRARY | Mar 75 | July 75 | Nov 75 | Average Per 4 Wk Period |
|---|---|---|---|---|
| Alexandria | 831 | 334 | 883 | 683 |
| Arlington | 660 | 405 | 652 | 572 |
| District of Columbia | 304 | 295 | 332 | 310 |
| Fairfax | 1,114 | 501 | 1,021 | 879 |
| Montgomery County | 1,161 | 592 | 972 | 908 |
| Prince George's County | 377 | 261 | 163 | 258 |
| Prince William County | 434 | 246 | 323 | 334 |
| National Library of Medicine | 122 | 27 | 121 | 164 |
| CONSORTIUM | | | | |
| American University | 202 | 145 | 95 | 147 |
| Catholic University | 55 | 4 | 45 | 35 |
| George Washington University | 151 | 75 | 56 | 94 |
| Georgetown University | 133 | 76 | 98 | 102 |
| Howard University | 91 | 42 | 47 | 60 |
| TOTAL | 5,635 | 3,003 | 4,808 | 4,482 |



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MAILS SURVEY 1975
Total Materials Outgoing by Type

| Type | Mar 75 | July 75 | Nov 75 | Average Per 4 Wk Period |
|---|---|---|---|---|
| Books | 2,321 | 1,298 | 1,625 | 1,748 |
| Films | 2,683 | 1,529 | 2,563 | 2,258 |
| Bound Periodicals | 215 | 151 | 51 | 139 |
| Photocopies | 261 | 188 | 276 | 242 |
| Other (include mail) | 786 | 491 | 703 | 660 |
| TOTAL | 6,266 | 3,657 | 5,218 | 5,047 |

MAILS SURVEY 1975
Total Materials Incoming by Type

| Type | Mar 75 | July 75 | Nov 75 | Average Per 4 Wk Period |
|---|---|---|---|---|
| Books | 1,926 | 1,180 | 1,527 | 1,544 |
| Films | 2,517 | 1,223 | 2,380 | 2,040 |
| Bound Periodicals | 210 | 122 | 58 | 130 |
| Photocopies | 94 | 36 | 84 | 72 |
| Other (include mail) | 888 | 442 | 759 | 696 |
| TOTAL | 5,635 | 3,003 | 4,808 | 4,482 |

APPENDIX C

METROPOLITAN WASHINGTON LIBRARY JOBLINE

Vacancies Listed and Positions Filled

From November 1, 1974 through December 31, 1975, 238 positions have been listed with the Metropolitan Washington Library Jobline, compared to 260 positions listed in 1974. Of these, 126 employees have responded to requests for follow-up information in 1975, compared to 160 responses in 1974. The following analysis of vacancies listed and filled is based on these responses.

| Type of Library | Listed 1975 | Listed 1974 | Reported Filled Through Jobline 1975 | Reported Filled Through Jobline 1974 |
|---|---|---|---|---|
| Public | 11 | 31 | 3 | 0 |
| Special | 125 | 120 | 28 | 29 |
| Federal | 38 | 66 | 8 | 9 |
| Academic | 62 | 39 | 20 | 7 |
| School | 2 | 4 | 0 | 2 |
| **Type of Position** | | | | |
| Professional | 135 | 172 | 36 | 29 |
| Non-professional (Library Assistant or Clerical) | 103 | 88 | 23 | 18 |
| Full-time | 220 | 227 | 50 | 37 |
| Part-time | 18 | 33 | 9 | 10 |
| **Location** | | | | |
| Washington Metropolitan Area | 223 | 241 | 58 | 47 |
| Out of Area | 15 | 19 | 1 | 0 |
| TOTAL | 238 | 260 | 59 | 47 |

ANALYSIS OF SERVICE

| Incoming Calls | Total 1975 | Total 1974 | Average Volume/Week 1975 | Average Volume/Week 1974 |
|---|---|---|---|---|
| 1st Quarter* | 8,798 | 5,077 | 419 | 362 |
| 2nd Quarter | 5,980 | 5,104 | 460 | 425 |
| 3rd Quarter | 6,749 | 5,401 | 519 | 450 |
| 4th Quarter | 5,628 | 4,933 | 433 | 411 |
| Total Per Year | 27,155 | 20,515 | | |
| Average Volume Per week | 458 | 412 | | |

*The first quarter of 1974 began in October, 1973, when the Jobline Service was initiated. The first quarter of 1975 covers November, 1974 through March, 1975.

ACADEMIC LIBRARIES - UNIVERSITIES
METROPOLITAN WASHINGTON AREA

| | American University | Catholic University | George Wash. University | Georgetown University | Howard University | University of Maryland |
|---|---|---|---|---|---|---|
| User Population Enrollment | 13,570 | 7,300 | 22,120 | 11,043 | 9,506 | 34,000 |
| No. of Faculty Served | 1,066 | 711 | 1,363 | 1,250 | 1,153 | 4,539 |
| Total Annual Budget | 817,703 | 1,174,823 | 1,172,894 | 1,541,606 | 1,609,287 | 4,839,004 |
| Expenditure Per Student | 60.25 | 160.93 | 53.02 | 139.60 | 169.29 | 142.32 |
| Salaries-Regular Non-students | 342,683 | 686,432 | 662,272 | 722,228 | 908,068 | 2,473,250 |
| Salaries-Hourly Students | 53,336 | 106,165 | 172,691 | 23,749 | 60,046 | 303,500 |
| Library Material | 300,440 | 225,166 | 299,750 | 540,511 | 393,780 | 1,496,894 |
| Holdings-Volumes | 355,115 | 838,697 | 455,008 | 599,281 | 525,628 | 1,465,064 |
| Titles | NA | NA | NA | NA | NA | NA |
| Periodicals | 3,079 | 5,026 | 5,515 | 11,820 | 4,151 | 10,894 |
| Records | NA | 8,629 | NA | NA | NA | 17,897 |
| Films | NA | 8 | NA | NA | NA | 5 |
| Filmstrips | NA | 29 | NA | NA | NA | 19 |
| Microforms | 122,480 | 158,802 | 56,942 | 329,741 | 131,409 | 875,004 |
| Other | -- | -- | -- | -- | -- | 6 kits 30,023 map & charts |
| Circulation | 208,535 | 202,258 | 301,733 | 291,444 | 169,837 | 768,840 |
| Circulation Per Student | 15.37 | 27.71 | 13.64 | 26.39 | 17.87 | 22.61 |
| Interlibrary Loan Lending<br>Borrowing | 2,255<br>1,752 | 2,131<br>1,015 | 2,527<br>1,744 | 1,904<br>1,066 | 949<br>1,311 | 10,767<br>2,180 |


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ACADEMIC LIBRARIES - FOUR YEAR COLLEGES
METROPOLITAN WASHINGTON AREA

| | Bowie State College | Capitol Inst. of Technology | Federal City College | Gallaudet College | Luther Rice College | Mt. Vernon College | Trinity College |
|---|---|---|---|---|---|---|---|
| User Population Enrollment | 3,098 | Day-100 Night-100 | 8,202 | 1,212 | 140 | 442 | 651 |
| No. of Faculty Served | 147 | 24 | 624 | 208 | 30 | 47 | 130 |
| Total Annual Budget | 398,119 | 12,700 | 1,044,476 | 406,521 | 13,376 | 97,302 | 99,898 |
| Expenditure Per Student | 128.50 | 63.50 | 127.34 | 335.41 | 95.54 | 220.14 | 153.45 |
| Salaries-Regular Non-students | 254,587 | 7,875 | 648,765 | 273,393 | 7,826 | 38,832 | 48,612 |
| Salaries-Hourly Students | 42,822 | 1,251 | NA | 16,570 | 1,908 | 1,692 | 11,574 |
| Library Material | 74,247 | 2,694 | 217,071 | 61,596 | 3,622 | 47,337 | 34,449 |
| Holdings-Volumes | 117,283 | 8,500 | 154,722 | 138,679 | 7,500 | 23,122 | 138,875 |
| Titles | NA | NA | 68,200 | 74,600 | NA | NA | NA |
| Periodicals | 1,003 | 40 | 1,253 | 1,400 | 21 | 189 | 681 |
| Records | 285 | 0 | 1,285 | 718 | 156 | 1,422 | Not housed in library |
| Films | 57 | 0 | 750 | 1,108 | 0 | 140 | 0 |
| Filmstrips | 857 | 0 | 400 | 951 | 0 | 85 | 0 |
| Microforms | 163,063 | 0 | 211,005 | 93,733 | 0 | 1,828 | 5,400 |
| Other | -- | -- | See 1 | See 2 | -- | 113 | Art slides 9,343 |
| Circulation | 28,940 | 3,120 | 13,524 | 26,327 | 1,113 | 4,650 | NA |
| Circulation Per Student | 9.34 | 15.6 | 1.65 | 21.72 | 7.95 | 10.52 | NA |
| Interlibrary Loan<br>Lending<br>Borrowing | <br>--<br>69 | <br>15<br>8 | <br>10<br>120 | <br>81<br>164 | <br>--<br>1 | <br>0<br>0 | <br>26<br>37 |

1. 72 sets-slides overhead transparencies; 175 maps and charts; 85 other materials
2. 10,126 slides and overhead transparencies; 50 maps and charts; 22 other materials

ACADEMIC LIBRARIES - TWO YEAR & OTHER COLLEGES
METROPOLITAN WASHINGTON AREA

| | Marymount College of Virginia | Prince Geo.'s Community College | No. Virginia Community College | D. C. Teachers College | Strayer College |
|---|---|---|---|---|---|
| User Population Enrollment | 620 | 9,000 | 27,198 | 1,750 | 1,600 |
| No. of Faculty Served | 73 | 547 | 434 | 111 | 80 |
| Total Annual Budget | 89,409 | 462,534 | 1,582,012 | 181,527 | 22,689 |
| Expenditure Per Student | 144.21 | 51.39 | 58.17 | 103.73 | 14.18 |
| Salaries-Regular Non-students | 53,943 | 216,487 | 777,514 | NA | 11,445 |
| Salaries-Hourly Students | 7,872 | 31,843 | 16,970 | NA | 4,489 |
| Library Material | 17,911 | 124,552 | 456,907 | 30,200 | 4,131 |
| Holdings Volumes | 42,337 | 60,000 | 121,221 | 11,000 | 12,100 |
| Titles | 29,060 | 54,029 | 53,099 | NA | 11,800 |
| Periodicals | 260 | 568 | 1,755 | 456 | 90 |
| Records | 3,581 | 4,400 | 11,584 | 1,400 | 45 |
| Films | 421 | 1,350 | 1,853 | 292 | 15 |
| Filmstrips | 345 | 1,000 | 5,024 | 1,080 | 20 |
| Microforms | 1,670 | 9,720 | 7,923 | 163,000 | 0 |
| Other | See 1 | See 2 | See 3 | -- | See 4 |
| Circulation | 12,387 | 65,684 | 99,329 | 13,000 | 3,560 |
| Circulation Per Student | 19.98 | 7.3 | 3.65 | 7.43 | 2.23 |
| Interlibrary Loan<br>Lending<br>Borrowing | <br>3<br>3 | <br>8<br>79 | <br>197<br>235 | <br>21<br>156 | <br>10<br>50 |

1. 5,034 slides and transparencies; 35 maps and charts; 9,365 pamphlets and documents
2. 15,500 slides and transparencies; 303 maps and charts; 250 other materials
3. 29,386 slides and overhead transparencies; 543 maps and charts; 2,168 other materials
4. 10 maps and charts

ACADEMIC LIBRARIES

SALARY SURVEY - 1975

| LIBRARY | Beginning Clerk | Beginning Sub-Prof | Beginning Professional (MLS) | Assistant Director | Director |
|---|---|---|---|---|---|
| Catholic University | 5,220 | 6,000 | 8,400 | 14,000 | Open |
| Howard University | 6,764 | 7,596 | 12,841 | 21,816 | 36,000 |
| Bowie State College | 5,594 | 8,263 | 10,192 | 12,709-14,741 | 17,112-19,959 |
| Federal City College | 5,996 | 8,360 | 12,500 | 20,100 | 21,350 |
| Gallaudet College | 7,625 | 9,509 | 12,890 | -- | -- |
| Trinity College | Students at 2.25/hr | -- | 8,500 | -- | 13,000 |
| Northern Virginia Community College | 6,144 | 8,040 | 10,500 | 12,500 | 25,100 |
| Prince George's Community College | 6,669 | 8.112 | 13,556 | -- | 18,618 |

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| VACATION LEAVE POLICY | Bowie State College | Catholic University | Federal City College | Gallaudet College | Howard University |
|---|---|---|---|---|---|
| 1. No of days per Year (Start) | 22 Admin. | 21 Professional | 24 (Admin.)<br>12 (GS) | 13 | 13 |
| 2. No. of days per Year (Maximum) | Same | Same | 24 (Admin.)<br>26 (GS) | 26 | 26 |
| 3. Years to Reach Maximum | NA | NA | NA (Admin.)<br>15 (GS) | 15 | 15 |
| 4. Accumulated | 1.83 per month | Monthly (may be used by hours) plus 19 holidays in 1975-76 | 2 days/mo (Admin.) 1-3 yrs=4 hrs/pay period; 3-15 yrs= 6 hrs/pay period; 15 yrs=8 hrs/pay period (GS) | Biweekly | Prorated number of hours added to balance each pay period |

LIFE INSURANCE

| | | | | | |
|---|---|---|---|---|---|
| 1. Percent paid by Employer | 100% - State of Maryland | First $5,000 Free | 33% | Basically 1/3 | 33 1/3 for those earning $8,000 or more |
| 2. Amount of Coverage Available to Employee | Twice the annual salary rounded to the lower thousand, also State Retirement System provides one year's salary as death benefits after one year of service plus return of all contributions | $1,000 more than annual salary; employee pays $.45 and university pays $.56 per $1,000 | Salary rounded to the highest thousand plus $2,000, minimum is $10,000 | Depends on salary; minimum amount is $10,000 - Same as Civil Service | Salary rounded to next highest thousand plus $2,000 (Optional policy of higher coverage available) |

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| VACATION LEAVE POLICY | Northern Virginia Community College | Prince George's Community College | Trinity College | University of Md. |
|---|---|---|---|---|
| 1. No. of days per Year (Start) | 12 | 25 - Administrators<br>13 - Classified personnel | 1 month for professionals | 22-Associate staff<br>10 + 3 personal for support staff |
| 2. No. of days per Year (Maximum) | 18 | 25 | -- | 22-Associate staff<br>25 + 3 personal for support staff |
| 3. Years to Reach Maximum | 10 | 15 | -- | 20 |
| 4. Accumulated | 12 annual days rate may accumulate to 24; 18 annual days may accumulate to 36 | Leave is credited on July 1 for the coming Fiscal Year | -- | A maximum of 30 days may be carried over for classified |
| LIFE INSURANCE | | | | |
| 1. Percent Paid by Employer | 97% - State of Va. | 100% | None offered | Unknown |
| 2. Amount of Coverage Available to Employee | Natural death - 2 times annual salary<br>Accidental death - 4 times annual salary | 200% of annual salary starting in October | None offered | 100% of annual salary (plus retirement contributions, with interest) |

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| HOURS OF WORK | Bowie State College | Catholic University | Federal City College | Gallaudet College | Howard University |
|---|---|---|---|---|---|
| 1. No. of Hrs. Per Week: Full Time: Part-Time: | 40 and 35 1/2 20 and 30 | 35 10-20 | 40 20 | 40 Variable | 40 20 |
| 2. Overtime Policy | Overtime in the excess of the 40 hrs/week is 1 1/2 times hourly rate See 1 | Permission of Director | None | Time and a half over 40; if seven consecutive days the seventh day is double time | Approved work exceeding 8 hrs a day or 40 hrs a week receives compensatory pay at 1.5 basic rate below GS 10; GS 10 & up receives time off at 1.5 hrs or each hr accumulated |
| 3. Special/Experimental Schedules in Effect | Flextime | No | No | See 2 | No |
| SICK LEAVE POLICY | | | | | |
| 1. No. of days per Year | 15 | 12 | 12 (Admin. and GS) | 13 | 13 |
| 2. Retirement Affected by Accumulated Sick Leave | No | No | No | Unused sick leave is added to length of service | No |
| 3. Pay for Unused Sick Leave | No | Only in case of death | No | No | No |

1. Except for those employees working under the flextime schedule in which case overtime is not authorized unless employee has worked over 40 hours in a given week (overtime for classified employees only).

2. Within the guidelines of the Fair Labor Practices Act, and considering the needs of the library, staff at all levels have considerable freedom in establishing work schedules.

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| HOURS OF WORK | Northern Virginia Community College | Prince George's Community College | Trinity College | University of Md. |
|---|---|---|---|---|
| 1. Number of Hrs Per Week: Full Time: Part-Time | 40 | 37.5<br>18 | 35 | 35 1/2<br>17 3/4 |
| 2. Overtime Policy | Only when requested and approved in advance; no differential in pay scale for extended hour duty (evenings or weekends) | Time and a half for anything over 40 hours | None allowed | Grades 1-8 earn overtime (limited by budgetary problems) Grades 9 and above receive compensatory time |
| 3. Special/Experimental Schedules in Effect | No | No | No | Experimenting with a 4 day and 4 1/2 day week. Optional |

SICK LEAVE POLICY

| | | | | |
|---|---|---|---|---|
| 1. Number of days per Year | 15 | 12 | -- | 15 |
| 2. Retirement Affected by Accumulated Sick Leave | No credit is provided for accumulated sick leave on retirement | No | -- | Accumulated sick leave may be converted to service credits when payments are computed |
| 3. Pay for Unused Sick Leave | No | No | -- | No |

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| HEALTH INSURANCE | Bowie State College | Catholic University | Federal City College | Gallaudet College | Howard University |
|---|---|---|---|---|---|
| 1. Major Underwriter | Blue Cross Blue Shield | TIAA Major Medical and Blue Cross/ Blue Shield | Indemnity plan; Aetna; Group Health; Columbia Medical Plan; University Affiate | Blue Cross/Blue Shield; Group Health; Aetna | Blue Cross/Blue Shield |
| 2. Plan of Coverage | Basic and Major Medical | Preferred Surgical Medical | Low and high options | Individual only, individual and family, high or low options | Comprehensive Major Medical |
| 3. Percent Paid by Employer | State pays percent | All for Blue Cross Blue Shield; half for TIAA Major Medical | Up to 75% of the average plan | 70% | 13% |
| 4. Amount Paid by Employee: | | Blue Cross / Blue Shield / TIAA | | High option- Blue Cross | |
| a. Family | $9.25 biweekly | $16.65 / $18.66 / $6.75 | 25% | $12.88 | 2/3 |
| b. Single | 2.62 biweekly | 6.98 / 6.75 / 1.75 | See 3 | 5.40 | 2/3 |

3. (a) Low option - $10.58; High option - $19.31 (average on all plans)

(b) Low option - $4.21 semimonthly; High option $5.85 semimonthly (average on all plans)

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| HEALTH INSURANCE | Northern Virginia Community College | Prince George's Community College | Trinity College | University of Md. |
|---|---|---|---|---|
| 1. Major Underwriter | Blue Cross/Blue Shield | Blue Cross/Blue Shield | Blue Cross/Blue Shield and TIAA | Blue Cross/Blue Shield |
| 2. Plan of Coverage | Individual only - basic plan | Major Medical | Major Medical and Group Hospitalization | -- |
| 3. Percent Paid by Employer | 100% | 50% | 100% | Varies - 70%-80% |
| 4. Amount Paid by Employee<br>a. Family<br>b. Single | a. Supplemental over individual policy charges for major medical<br>b. None except on optional plan which provides some additional coverage (Major Medical) | a. 50%<br>b. 50% | Employees pay their own Blue Cross/Blue Shield | Varies |


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ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| RETIREMENT POLICY | Bowie State College | Catholic University | Federal City College | Gallaudet College | Howard University |
|---|---|---|---|---|---|
| 1. Formula Used to Compute Benefits | State Retirement Systems for which formula is: 1/55 of average salary of highest 3 yrs multiplied by the yrs of service; this amount is received per yr | TIAA/CREF | Life insurance acturial rates | Based on Civil Service retirement system; length of service--average high of three consecutive yrs | Social Security; TIAA; CREF Also, full benefits based on Civil Service retirement System; length of service --average high of three consecutive years |
| 2. Percentage of Annual Salary Contributed by Employee | Uniform rate of 5% effective 7/1/73 | 5.85% (of $13,200 or less salary) | 5.85% of first $14,100 (Social Security) | 7% | 5% Maximum |
| 3. Percentage of Annual Salary Contributed by Employer | None - The State of Md makes a contribution to the pension fund to meet the formula for benefits stated in (1) | 5.85% | 5.85% of first $14,100 (Social Security benefits payable at age 62 or 65) and up to 15% of base salary for TIAA/CREF | 7% | 5% plus another 5% of salary above $4,800 |
| 4. Beginning of Retirement | Age 60 or 25 yrs of service regardless of age | 65 | Normal retirement age 65, but can retire at anytime with five years of service | 55 with 30 yrs of service; 60 with 20 yrs of service; 62 with 5 yrs; also after 5 yrs of service there is a disability allowance | 62 years of age |

ACADEMIC LIBRARIES

FRINGE BENEFIT SURVEY - 1975

| RETIREMENT POLICY | Northern Virginia Community College | Prince George's Community College | Trinity College | University of Md. |
|---|---|---|---|---|
| 1. Formula Used to Compute Benefits | Average of final 3 yrs' salary times 1.5%=Benefit per yr of service; Benefit per yr of service times no. yrs creditable service=annual benefit (Retirement system is supplemented to Social Security benefits which employee also receives) | All money paid into the retirement system is matched by the State at the time of retirement | TIAA for professional librarians | Years of creditable service over 55 times average final compensation = maximum annual allowance |
| 2. Percentage of Annual Salary Contributed by Employee | 5% of current annual salary + 4% interest credit for State Retirement System. Witholding of Social Security contribution for federal system | 5% maximum | 6% of salary | |
| 3. Percentage of Annual Salary Contributed by Employer | No fixed amount, after employee receives benefits equal to contributed amount, State contributes all additional benefits until death of employee | -- | [illegible] of salary | Unknown |
| 4. Beginning of Retirement | Optional at 60 with reduced benefits; full benefits at 65 | 60 yrs of age; before 60 with 30 yrs of service; or at a reduced amount at 25 yrs of service or under (State Retirement System) | 65 normally | Age 60; compulsory after age 70 |

APPENDIX E

PUBLIC LIBRARIES
METROPOLITAN WASHINGTON AREA

| | Loudoun County | Montgomery County | Prince Geo.'s County | Prince William County | Takoma Park |
|---|---|---|---|---|---|
| Population | 44,000 | 580,000 | 770,000 | 111,102 | 18,455 |
| Square Miles in Area Served | 517 | 550 | 486.17 | 347 | 2.2 |
| Total Annual Budget | 132,136 | 4,408,845 | 7,006,570 | 584,257 | 92,589 |
| Salaries | 57,871 | 3,573,310 | 4,972,111 | 342,201 | 71,059 |
| Library Material | 19,676 | 528,980 | 700,572 | 132,240 | 15,853 |
| Support Per Capita | 3.00 | 7.60 | 9.10 | 5.25 | 5.02 |
| Local Support Per Capita | 2.68 | 7.19 | 7.83 | 4.99 | 5.02 |
| Total Circulation | 166,078 | 5,421,644 | 3,672,010 | 617,953 | 89,227 |
| Circulation Per Capita | 3.77 | 9.3 | 4.8 | 5.5 | 4.83 |
| Holdings Volumes | 76,482 | 1,209,671 | 1,095,549 | 112,161 | 42,779 |
| Volumes Per Capita | 1.74 | 2.09 | 1.42 | 1.00 | 2.32 |
| Titles | -- | 118,945 | 148,666 | NA | 42,299 |
| Periodicals | 97 | 1,236 | 981 | 504 | 237 |
| Recordings | 219 | 42,416 | 17,253 | 3,305 | 2,068 |
| Films | -- | 763 | 1,575 | 537 | -- |
| Art Prints | -- | 2,000 | 705 | 323 | -- |
| Microfilm | -- | 36 | NA | 1,436 | Local newspaper |

DATA SUPPLIED BY INDIVIDUAL LIBRARIES

PUBLIC LIBRARIES
METROPOLITAN WASHINGTON AREA

| | Alexandria | Arlington | District of Columbia | Fairfax | Falls Church |
|---|---|---|---|---|---|
| Population | 110,938 | 165,700 | 756,510 | 574,800 | 11,441 |
| Square Miles in Area Served | 15.2 | 25.7 | 61.4 | 405 | 2.5 |
| Total Annual Budget | 957,056 | 1,981,829 | 7,576,200 | 4,641,939 | 197,175 |
| Salaries | 643,994 | 1,510,287 | 6,000,100 | 3,193,503 | 136,295 |
| Library Material | 171,507 | 223,623 | 523,100 | 920,445 | 36,862 |
| Support Per Capita | 8.58+ | 11.96 | 10.02 | 8.08 | 17.20 |
| Local Support Per Capita | 8.17+ | 11.62 | 9.50 | 7.90 | 16.80 |
| Total Circulation | 783,263 | 1,003,419 | 2,031,195 | 4,683,586 | 139,806 |
| Circulation Per Capita | 7.06 | 8.03 | 9.00 | 8.41 | 12.7 |
| Holdings Volumes | 248,603 | 405,047 | 1,162,211 | 1,148,361 | 62,578 |
| Volumes Per Capita | 2.24 | 2.44 | 1.54 | 2.00 | 5.47 |
| Titles | 111,490 | NA | 300,000 | 171,542 | 58,707 |
| Periodicals | 505 | 1,956 | 1,700 | 1,355 | 187 |
| Recordings | 11,399 | 5,254 | 41,247 | 16,307 | 2,965 |
| Films | 1,245 | 680 | 2,100 | 1,502 | None |
| Art Prints | 258 | NA | 4,000 | NA | 52 |
| Microfilm | 21,746 | 182 | NA | 14,626 | NA |

DATA SUPPLIED BY INDIVIDUAL LIBRARIES



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PUBLIC LIBRARY SERVICES

| FACILITIES | Alexandria | Arlington | District of Columbia | Fairfax | Falls Church |
|---|---|---|---|---|---|
| Central Library | Yes | Yes | Yes | Yes | Yes |
| Hours of Operation | 9-9 Mon-Thurs<br>9-6 Fri<br>9-5 Sat<br>1-5 Sun | 9-10 Mon-Thurs<br>9-5 Fri-Sat<br>1-9 Sun | 9-9 Mon-Thurs<br>9-5:30 Fri-Sat<br>9-11 Mon-Thurs<br>(Night Owl) | Central and 3 Regionals<br>9-9 Mon-Fri<br>9-5 Sat<br>1-5 Sun (Oct-May) | 9-9 Mon-Fri<br>9-5 Sat |
| Branches | 2 | 6 | 23 | 16 | None |
| Hours of Operation | Same except no Sunday hours | 10-9 Mon-Thurs<br>10-6 Fri<br>9-5 Sat | Variable:<br>9:30-9 Two days<br>9:30-5:30 One day & Sat<br>1-9 One day | 1-9 Mon<br>10-9 Tues-Thurs<br>10-5 Fri<br>9-5 Sat<br>1-5 Sun (Oct-May) | -- |
| Bookmobiles and other Outlets | 1 Deposit Station | None | 4 | 3 | None |
| Hours of Operation | Deposit Station open in early evening | -- | Variable:<br>5-7 hour trips Mon-Fri | Hour vary but includes evenings and Saturdays<br>1-9 Tues-Wed<br>10-6 Thurs-Fri<br>9-5 Sat | -- |
| Special Summer Schedules | 9-1 Sat | Branches not open Sat | Central:<br>9-9 Mon-Thurs<br>9-5:30 Fri<br>Branches:<br>1-9 two days<br>9:30-5:30 three days | No Sunday hours June-Sept | None |

PUBLIC LIBRARY SERVICES

| FACILITIES | Loudoun County | Montgomery County | Prince George's County | Prince William County | Takoma Park |
|---|---|---|---|---|---|
| Central Library | No | No | No | Yes | Yes |
| Hours of Operation | -- | -- | -- | 9-9 Mon-Thurs<br>9-5 Fri-Sat | 1-9 Mon-Fri<br>10-5 Sat, mid Sept-mid June |
| Branches | 3 | 17 | 18 | 1 | None |
| Hours of Operation | 1-5 Mon<br>10-9 Tues-Thurs<br>10-5 Fri<br>10-4 Sat | 9-9 Mon-Fri<br>9-5 Sat | Larger Branches:<br>9-9 Mon-Fri<br>9-5 Sat<br>New Carrollton & Oxon Hill:<br>1-5 Sun | Same as Central | -- |
| Bookmobiles and Other Outlets | 1 | 3 | 5 | None | None |
| Hours of Operation | 5 days/week | Same as branches | 3-9 Mon-Fri<br>10-5 Sat | -- | -- |
| Special Summer Schedules | No bookmobile service June 15 to Sept 15 | All libraries<br>9-1 Sat | 9-9 Mon-Thurs<br>9-6 Fri<br>9-5 Sat | Same | Closed Sat mid June to 1st Sat after Labor Day |

## PUBLIC LIBRARY SERVICES

| SERVICE | Alexandria | Arlington | District of Columbia | Fairfax | Falls Church |
|---|---|---|---|---|---|
| Programs for Elderly | Yes | Central | Some agencies | Central, Special Services and Bookmobile | Yes |
| Homebound Service | Yes | Central | Extension Dept. | Central and Centreville Br. | Yes |
| Institutional Service | Yes | Central | Extension Dept. | Central and Patrick Henry Br. | Yes |
| Large Print Materials | Yes | Central and Branches | All agencies | All | Yes |
| Talking Books | Yes | Central | Extension Dept. | Kings Park Br. | No |
| Braille | Yes | Central | Small Reference Collection only - Extension Dept. | Kings Park Br. | No |
| Spanish Materials and Programs | Yes - Materials No special programs yet | Central and Branches | Central and a few Branches | Woodrow Wilson Branch | Yes |
| Other | Microforms, Some specialized primary source material on Alexandriana and Virginiana | Posters (Central) | A.P. Wire Service (Central); Telephone Reference (Central); Washingtoniana Collection (Central); Municipal Reference (Central) | Music Collection (Central) | Sculpture Lending, Sunday Concert Series Nov - May, Recording Service for the visually handicapped. |


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PUBLIC LIBRARY SERVICES

| SERVICE | Loudoun County | Montgomery County | Prince George's County | Prince William County | Takoma Park |
|---|---|---|---|---|---|
| Programs for Elderly | No | Rockville | Bowie, College Park Greenbelt, Hillcrest Heights, Mt. Ranier | Not specifically directed to elderly | No |
| Homebound Service | No | Special Service | All branches except Marlboro, Oxon Hill Suitland | No | No |
| Institutional Service | Bookmobile | Special Service | Same as above | Books delivered to home for elderly by Central | No |
| Large Print Materials | Purcellville and Thos. Balch | All | All Branches and Bookmobiles | Central and Branch | Yes |
| Talking Books | No | Library for Physically Handicapped | Div. for Blind and Physically Handicapped-Hyattsville Branch | Central and Branch | Yes |
| Braille | No | Same as above | Same as above | No | No |
| Spanish Materials and Programs | No | All libraries | All Branches and Bookmobiles | Spanish books at Central and Branch | Yes, small paperback collection |
| Other | No | No | Lending toys and games, all branches except District Heights; Lending Kits for hearing-impaired children, all branches and bookmobiles; TTY's for hearing-impaired Children, Bowie, Hyattsville, New Carrollton, Oxon Hill | No | No |


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PUBLIC LIBRARY SERVICES

| SERVICE | Alexandria | Arlington | District of Columbia | Fairfax | Falls Church |
|---|---|---|---|---|---|
| Reference-Phone | 11,269 | -- | -- | 385,396 | 6,143 |
| Reference-Walk-in | 35,863 | -- | -- | 802,820 | 13,260 |
| Adult Programs | Book discussions Hobby-film-Investment; Senior Citizens, etc. | Central and Branches | All agencies | All | Yes |
| Children's Story Hour | Yes | Central and Branches | All agencies | All | Yes |
| Class Visits | Yes | Central and Branches | All agencies | All | Yes |
| Lending Art Prints | Yes | None | All agencies | None | Yes |
| Lending Films, Slides, Tapes | Yes | Central | Central | Special Service | Lend films (not Own) |
| Meeting Room Available to Public | Yes | Central | All agencies | Central and most Branches | Yes |

PUBLIC LIBRARY SERVICES

| SERVICE | Loudoun County | Montgomery County | Prince George's County | Prince William County | Takoma Park |
|---|---|---|---|---|---|
| Reference-Phone<br>Walk-in | --<br>-- | 705,000 (total) | 434,052 (total) | 24,922 (total) | 9,719 (total) |
| Adult Programs | -- | All | All Branches | Film programs; Theatre groups (YA); Seminars on Gardening, Canning, etc. | Occasional |
| Children's Story Hour | Purcellville and Thos. Balch | All | All Branches | Central and Branch | Yes |
| Class Visits | All branches and bookmobile | All | All Branches | Central and Branches | Yes |
| Lending Art Prints | None | Chevy Chase and Rockville | Bowie, Fairmount Heights, Greenbelt Hyattsville, Laurel, New Carrollton, Oxon Hill | Central and Branch | Yes |
| Lending Films, Slides, Tapes | None | Film Library | Booked through Films Div. and may be picked up at any Branch | Central and Branch | None |
| Meeting Room Available to Public | Purcellville | Aspen Hill, Chevy Chase, Davis, Kensington Park, Little Falls, Rockville, Silver Spring, Twinbrook, Wheaton, White Oak | Bowie, Fairmount Heights, Greenbelt Hyattsville, Laurel, New Carrollton, Oxon Hill | Central and Branch | None |

PUBLIC LIBRARIES
FRINGE BENEFIT SURVEY - 1975

| VACATION LEAVE POLICY | ALEXANDRIA | ARLINGTON | D. C. | FAIRFAX | FALLS CHURCH | LOUDOUN COUNTY | MONTGOMERY COUNTY |
|---|---|---|---|---|---|---|---|
| 1. No. of days per Year (Start) | 12 | 13 | 13 | 13 | 12 | 12 | 15 |
| 2. No. of days per Year (Maximum) | 26 | 26 | 26 | 26 | 24 | 15 | 26 |
| 3. Years to Reach Maximum | 14 | 12 | 15 | 16 | 12 | 6 | 15 |
| 4. Accumulated | 1 day/month<br>1 day/year | 0-3=13<br>3-6=16 1/4<br>6-9=19 1/2<br>9-12=22 3/4<br>12+=26 | 0-3=4 hrs biweekly<br>3-15=6 hrs biweekly<br>15+=8 hrs biweekly | 1-3=4 hrs/bi-monthly<br>3-15=6 hrs/ bimonthly<br>15+=8 hrs/ bimonthly | 1 day/month plus 1 bonus day for each yr. of service up to max. 12 bonus days | | 0-3=15 days per year<br>3-15=20 days per year<br>15+=26 days per year |

LIFE INSURANCE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1. Percent Paid by Employer | 70% | 43% | 33.3% | 53% | All | 40% of amt. deducted from employee's salary | 80% |
| 2. Amount of Coverage Available to Employee | Group Term Life Coverage roughly equal to annual salary | See 10 | Base pay rounded to next thousand + | Option of Equal to or Double Annual Salary | 50 times Month-Salary | Equal to the Salary | Double Annual Salary Lovered to Nearest Hundred |

10. Base pay rounded to next thousand + $2,000. Minimum $10,000, maximum $45,000


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FRINGE BENEFIT SURVEY - 1975

| VACATION LEAVE POLICY | PRINCE GEORGE'S COUNTY | PRINCE WILLIAM COUNTY | VIRGINIA STATE LIBRARY | DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION | TAKOMA PARK |
|---|---|---|---|---|---|
| 1. No. of Days per Year (Start) | 15 days, 4 1/2 hrs | 13.8 | 12 up to 5 years of service | After 6 months 5 days, then 10 days per year | 12 |
| 2. No. of Days per Year (Maximum | 27 days, 5 1/2 hrs | 27.6 | 18 | 25 | 24 |
| 3. Years to Reach Maximum | 16 | 12 | 10 | 20 | 11 |
| 4. Accumulated | 1-3 yrs 15 days, 4 1/2 hrs; 4-15 yrs 24 days, 2 hrs; 16 yrs & over 27 days, 5 1/2 hrs. An employee may accumulate a maximum of 24 days of annual leave and carry over into new calendar year. | 1-3=4 hrs/2 wks 3-6=5 hrs/2 wks 6-9=6 hrs/2 wks 9-12=7 hrs/2 wks 12-maximum=8 hrs/2 wks | 1 day/mo. to 5 years 1 1/4 day to 10 years 1 1/2 day after 10 years | Up to a maximum of 30 days and carried into a new calendar year | Monthly |

LIFE INSURANCE

| | | | | | |
|---|---|---|---|---|---|
| 1. Percent Paid by Employer | 100% | 40% of the total paid by employees | Coverage equivalent to annual earnings | None | 100% |
| 2. Amount of Coverage Available to Employee | Double Annual Salary to Lowest Thousand (See 9) | Double Annual Salary, excluding any salary in excess of $30,000 per year | Twice Annual Earnings | None | Annual Salary + $1,000 minus $5,000 |

9. Also State Retirement System provides one year's salary as death benefit after one year of service, plus return of all contributions with interest.

FRINGE BENEFIT SURVEY - 1975

| SICK LEAVE POLICY | ALEXANDRIA | ARLINGTON | D. C. | FAIRFAX | FALLS CHURCH | LOUDOUN COUNTY | MONTGOMERY COUNTY |
|---|---|---|---|---|---|---|---|
| 1. Number of Days Per Year | 12 | 13 | 13 | 13 | 12 | 12 | 15 |
| 2. Retirement Affected by Accumulated Sick Leave | No | Yes | See 1 | Yes[2] | See 3 | No | Yes[4] |
| 3. Pay for Unused Sick Leave | No | Yes, 30% or all hours over 100 | No | No | 25% upon termination of retirement | No | No |

| HEALTH INSURANCE | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1. Major Underwriter | Blue Cross Blue Shield | Group Hosp. Inc. & Medical Svc. | Blue Cross Blue Shield | Blue Cross Blue Shield | Group Hosp., Inc. | Blue Cross Blue Shield | Conn. Gen. |
| 2. Plan of Coverage | Basic & Major Medical with 400 OB | Basic and major medical coverage | Service Benefit Plan (Other plans available) | Major Medical | Hosp. and major medical | - | Hosp. plus Basic |
| 3. Percent Paid by Employer | 70% | 75%-General<br>95%-Management<br>85%-Trade & Maintenance | $7.64 Ind.<br>18.93 Family<br>Not more than 75% of total cost | 100% Ind.<br>75% Family | 75% | 100% | 80% |
| 4. Amount Paid by Employee<br>a. Family<br>b. Single | $16.78<br>5.78 | 25%-General<br>5%-Management<br>15%-Trade & Main. | See 5 | 25%<br>-- | 25% | Additonal Members None | $5.20/2 wks<br>2.60/2 wks |

1. Accumulated sick leave is converted to months and years (260 days constitutes a work year) for the computation of retirement annuity.
2. May convert 172 hours of accumulated sick leave to one month of service credit upon retirement.
3. 75% of unused sick leave is added to employee's length of service.
4. Each 176 hours of accumulated sick leave = 1 month. No more than 4,224 hours of accumulation credited. 24 months maximum may be used as deduction from retirement.
5. a. Family-$2.50 low option; $12.88 high option b. Individual-$1.02 low option; $5.40 high option

FRINGE BENEFIT SURVEY - 1975

| SICK LEAVE POLICY | PRINCE GEORGE'S COUNTY | PRINCE WILLIAM COUNTY | VIRGINIA STATE LIBRARY | DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION | TAKOMA PARK |
|---|---|---|---|---|---|
| 1. No. of Days per Year | 13 days, 6 1/2 hours | 12 | 10 hours monthly | 30 days | 15 |
| 2. Retirement Affected by Accumulated Sick Leave | Yes[6] | No | -- | Yes[7] | No |
| 3. Pay for Unused Sick Leave | Yes[8] | No | No | No | No |

HEALTH INSURANCE

| | | | | | |
|---|---|---|---|---|---|
| 1. Major Underwriter | Blue Cross Blue Shield | Blue Cross Blue Shield | Blue Cross Blue Shield | Blue Cross Blue Shield | Group Hosp., Inc.-Med. Ser., D. C. |
| 2. Plan of Coverage | Basic and Major Medical | Full coverage (Major medical) | State Plan (free) Allowances from Special Schedule Optional | Primary Intermediate or High Option | Basic Coverage Blue Cross and Major Medical-Surgical |
| 3. Percent Paid by Employer | 70% | County Pays Employee's Cost | Average approximately 70% | Varies according to coverage and option | 100% |
| 4. Amount Paid by Employee<br>a. Family<br>b. Single | $20.14<br>7.11 | $32.80<br>0 | Family-All Except Employee's Share<br>Single-30% | Family and Single: Varies According to Coverage and Option | Family Coverage Less Employee<br>Single-100% |

6. As of January 1, 1975, 22 days of sick leave equals 1 month of service -- may have accumulated 130 days.

7. As of June 30, 1974, 22 days of accumulated sick leave equals 1 month of service, applicable after qualifying (age 60 or 30 years of service for maximum). As of June 30, 1974, may have accumulated 115 days.

8. An employee who retires, resigns, dies or is laid off after a minimum of 5 years of continuous library service, shall have paid to him or his estate, a sum equal to 30% of his accumulated sick leave in excess of 100 hours based on his salary at the time of separation.

FRINGE BENEFIT SURVEY - 1975

| RETIREMENT POLICY | ALEXANDRIA | ARLINGTON | D. C. | FAIRFAX | FALLS CHURCH | LOUDOUN COUNTY | MONTGOMERY COUNTY |
|---|---|---|---|---|---|---|---|
| 1. Formula Used to Compute Benefits | Formula Based on Service to the City | 2% of average 3 yr final com. x yrs in retirement system | 10 yrs + all parts apply. See 11 | See 12 | See 13 | Under the Va. Supplemental System take highest top 3 years | See 14 |
| 2. Percentage of Annual Salary Contributed by Employee | 5% for State Pension Plan 1% for Supplemental | 87% | 7% | Approximately 5% of Annual Salary | See 15 | 5% | 6% (Group A) |
| 3. Percentage of Annual Salary Contributed by Employer | 3.49% | 13% | Matches employee contribution | Fixed Annually by Board of Supervisors | 10.35% | 1.52% | See 16 |
| 4. Beginning of Retirement | 60-early; 65 normal or after 30 yrs of service if between 60 & 65 yrs of age | Up to 5 yrs before employees normal retirement date (60) | 55 after 30 yrs of service; 60 after 20 yrs; 62 after 5 yrs | Combination of age and service to equal 80 but no earlier than 50 or at 65 with 5 years of service | Early retirement-52; Normal retirement-62; Rule of 80-combination of age (minimum age 50) & yrs of service equal to 80 | 65 - Men 62 - Women | 55 with 30 yrs; 60 with 5 yrs; 50 with 15 yrs; Benefits adjusted |

11. Less than 10 yrs take 1 1/2% of the "high-3" average pay and multiply the result by 5 yrs of service. Add 1 1/4% of the "high-3" average pay multiplied by all years of service over 5 and up to 10. Add 2% of the "high-3" average pay multiplied by all service over 10 years.

12. 1 1/2% of the average final compensation (based on highest 3 years salaries not in excess of Social Security breakpoint, plus 2% of the average final compensation in excess of security breakpoint, multiplied by number of years of creditable service.

13. Length of service x average last 36 months of salary above Social Security breakpoint; 2% plus length of service x average last 36 months of salary below Social Security breakpoint - 1 1/2%.

14. For normal retirement - Using last year of highest earnings as final earnings, take 2% of average final earnings, multiply by years of credited service up to a maximum of 36 years to get the amount of annual retirement pay.

15. 5% of annual compensation under the Social Security taxable wage base plus 6 1/3% of annual compensation over the Social Security taxable wage base.

16. 6% plus the State Department of Education provides State funds for payment of the employer's matching Social Security contributions and approximately 4.8% of the 6% retirement contributions for all county library employees in the county retirement system.

FRINGE BENEFIT SURVEY - 1974

| RETIREMENT POLICY | PRINCE GEORGE'S COUNTY | PRINCE WILLIAM COUNTY | VIRGINIA STATE LIBRARY | DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION | TAKOMA PARK |
|---|---|---|---|---|---|
| 1. Formula Used to Compute Benefits | See 17 | Virginia Supplemental Retirement System | See 18 | See 19 | State of Md. Retirement System |
| 2. Percentage of Annual Salary Contributed by Employee | 5%-Uniform Rate | 5% | 5% of Total Compensation | 5% | 5% |
| 3. Percentage of Annual Salary Contributed by Employer | None - See 20 | 1.4% of the total paid by employees | -- | Professional 1974 5.20%; Classified 1974 4.60% | 5% |
| 4. Beginning of Retirement | 60 or 30 yrs of service regardless of age | Age 65 | Age 65 - Optional age 60 with 30 yrs of service | Age 60 or 30 yrs of service for maximum benefits | Age 60 or 30 yrs of service for maximum benefits |

17. Under State Retirement System for which formula is: 1/55 of average salary for highest consecutive 3 years multiplied by the years of service. This amount is received per year.

18. .015 x average final salary x years of service, or .0165 x average final salary minus $1,200 x years of service, whichever is larger.

19. 1/55 x years of service x average of 3 highest salary years; at age 60 or after 30 years of creditable service for maximum benefits.

20. The State of Maryland makes a contribution to the pension fund to meet the formula for benefits stated in (1).

FRINGE BENEFIT SURVEY - 1975

| HOURS OF WORK | ALEXANDRIA | ARLINGTON | D. C. | FAIRFAX | FALLS CHURCH | LOUDOUN COUNTY | MONTGOMERY COUNTY |
|---|---|---|---|---|---|---|---|
| 1. No. of Hours per Week: Full Time: Part-Time: | 35<br>10-30 | 40<br>20 | 40<br>20 | 40<br>20 | 37 1/2<br>Varies | 35<br>20 | 40<br>20 |
| 2. Overtime Policy | Sunday time is time and a half at incumbent salary | Allowed to trades and maintenance people only | Allowed only in emergency cases at time and half | Any time over 40 hours a wk paid at time & a half | Time and a half for employees grade 16 & below; straight time for grade 17 and above | Comp. time granted for overtime | Overtime is paid at the rate of time and a half for authorized work |
| 3. Special/Experimental Schedules in Effect | Tech. Serv. Dept. runs a 2 shift program 8-4 & 9-5 M-F | No | Yes, flextime in experimental stages | Four ten-hr days a week on a trial basis | No | Innovative non-standard schedule | No |



| HOURS OF WORK | PRINCE GEORGE'S COUNTY | PRINCE WILLIAM COUNTY | VIRGINIA STATE LIBRARY | DIV. OF LIBRARY DEV. & SERVICES MD. STATE DEPT. OF EDUCATION | TAKOMA PARK |
|---|---|---|---|---|---|
| 1. No. of Hours per Week: Full Time: Part-Time: | 37 1/2<br>20 & 30 | 37 1/2<br>As approved | 40 | 35 1/2 | 40<br>20 |
| 2. Overtime Policy | See 21 | Double time or Comp time for holidays, other than holidays, policy is Comp time | Wage and hour law regulations | Comp time for prof. staff; comp pay at time and a half for clerical staff | Fair Labor Standards Act 1974 |
| 3. Special/Experimental Schedules in Effect | Flextime | No | No | No | No |

21. The rate of pay for employees authorized to work overtime in excess of the 37 1/2 hour week shall be at time and a half except for those working under the flextime schedule. Overtime is not authorized unless employee has worked over 40 hours in a given week.

PUBLIC LIBRARIES
SALARY SURVEY - 1975

| Library | Beginning Clerk | Beginning Sub-Prof. | Beginning Professional (MLS) | Assistant Director | Director |
|---|---|---|---|---|---|
| Alexandria | 6,655 | 6,987 | 10,834 | 16,003-20,243 | 17,643-22,516 |
| Arlington | 6,537 | 7,548 | 10,578 | 19,111-25,573 | 23,655-42,392 |
| District of Columbia | 6,764 | 8,500 | 12,841 | 25,581-33,259 | 34,607-36,000 |
| Fairfax | 6,438 | 9,656 | 11,633 | 18,559-27,419 | 23,555-33,144 |
| Falls Church | 7,694 | 9,679 | 10,708 | 12,218-15,920 | 18,624-23,616 |
| Montgomery County | 7,633 | 10,812 | 11,981 | 22,161-30,062 | 25,467-34,801 |
| Prince George's County | 5,812 | 9,003 | 10,783 | 20,624-27,386 | 26,117-34,747 |
| Prince William County | 6,375 | 9,066 | 11,298 | -- | 17,546-23,878 |
| Virginia State Library | 5,160 | 7,344 | 9,600 | -- | 28,700 |
| Div. of Library and Development Services Maryland State Dept. of Education | 4,899 | 6,667 | 12,346 | 16,799-22,068 | 27,000 |
| Loudoun County | 4,164 | 7,400 | 8,268 | -- | 10,062 |
| Takoma Park | 7,081 | 7,419 | 9,836 | 11,891 | |

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## LIBRARIANS' TECHNICAL COMMITTEE

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Library Planning Intern

## future plans

As programs and activities of the Librarians' Technical Committee continue to grow a wider participation among area libraries has become desirable. Thus during the coming year the Committee plans to restructure itself along more flexible lines. A new goal and objectives statement will be developed and additional libraries will be invited to participate.

Projects which will receive special attention include more ambitious joint purchasing activities, an expanded publications program and the continuation of interdisciplinary in-service training. A study of interjurisdictional dependence among libraries in a metropolitan area is expected to provide specific statistical information to be used in further library development. In addition the possibility of a sophisticated computer based information network will be explored.

All these activities are based on the need of area residents for information and the belief that information can be provided most efficiently and effectively if libraries work together. The goal is that each person living in metropolitan Washington will be better able to identify and obtain needed information with the least possible delay.